

WIN Facility and Class Naming Conventions

In order to produce quality reports from the WIN courseware, it is important to make sure that all administrators/managers use the same naming conventions. For this purpose, we have established 10 different types of facilities we will be using within the WIN courseware.

It is the responsibility of the administrator in each region to set up their region's facilities in WIN and to then assign managers to each of those facilities. The name of any facility in WIN is limited to 25 characters; therefore, they will need to be abbreviated using prefixes. All facilities will be named using the formula below:

REGION + FACILITY PREFIX + TITLE

Example: 9WO Columbus

Region	Facility Prefix		Space	Title
	WO	WorkOne		
	E	Employer		
	CBO	Community-Based Organization		
	ABE	Adult Education		
	HS	High School		
	PS	Post-Secondary/College		
	C	Correctional Facility		
	Y	Youth Program		
	U	Union		
	CTE	Career and Technical Education		

Additionally, the naming of classes in WIN is limited to 25 characters, and in order to easily be found in the courseware, all classes will follow a similar naming convention. Managers, if they choose, can group their learners into classes for management and reporting purposes. All classes will be titled with the following formula:

REGION + FACILITY PREFIX + CLASS

Example: Sue Jones is a career counselor at the Bedford WorkOne. She wants to group her clients using WIN for reporting purposes. Her class might appear as: **8WO Bedford Jones 2014**